

When
in
doubt,
DON'T
give
out!



The Mystery of FERPA

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Office of Admissions & Student Records

•What is FERPA and why is it important?

(The) Family Educational Rights and Privacy ACT

(aka - The Buckley Amendment)

FERPA is enforced by the Family Policy Compliance Office of the U.S. Department of Education

*It protects student educational records
and gives students the right to access
their files.*

FERPA

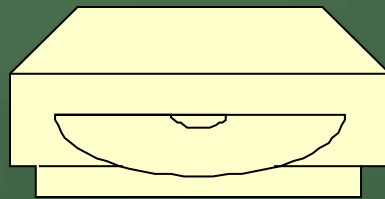
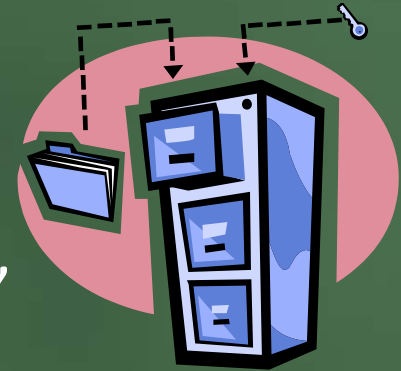
FERPA

ferpa

•What are Education Records?



- All records that directly relate to a student and are maintained by an institution.
- These records can be in any media form: handwritten, print, type, film, electronic, etc.





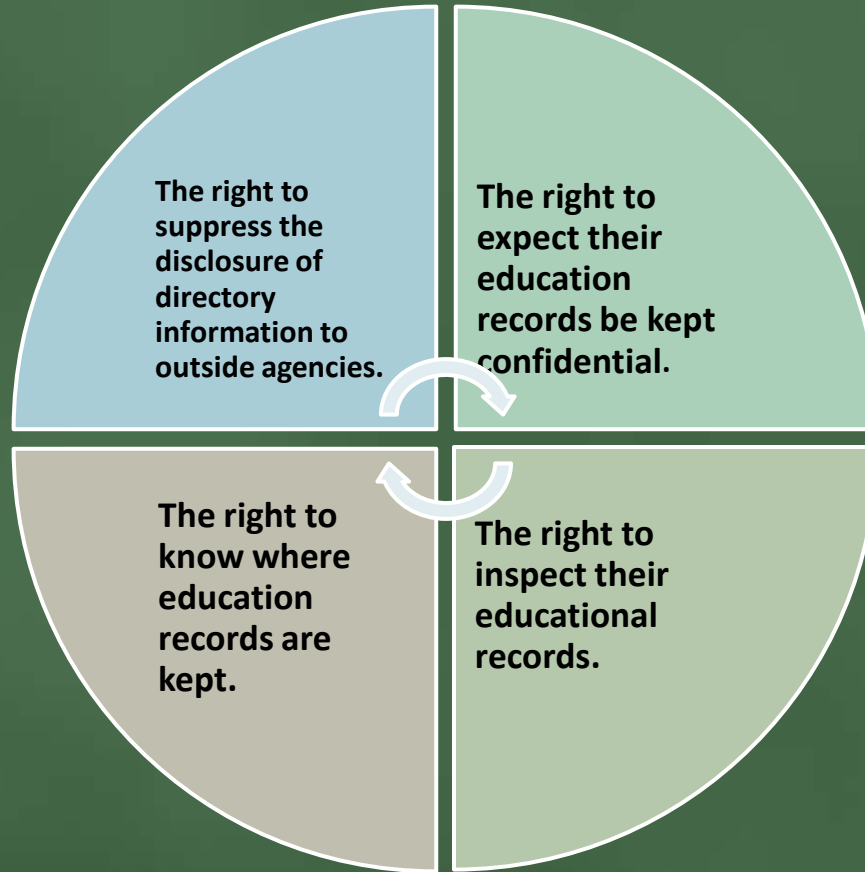
- **Who is and is not covered under FERPA?**

- Students who are or have been in attendance at a post-secondary institution ARE covered under FERPA until they graduate and leave the institution.



- Applicants who are denied admissions or who have never attended ARE NOT covered under FERPA.

Student (& former student) Rights under FERPA



What types of student educational records might you come in contact with during the course of your day? (while you are working)

- Registration forms
- Transcripts
- Student information displayed on your computer screen
- Daily assignments, quizzes, tests
- Class Schedules
- Class assignments – homework
- Class Rosters
- Papers that may contain the student's ID or SSN .



•What items are NOT Education Records and not maintained in the student's file by the Registrar?

(And not regulated by FERPA)

PERSONAL NOTES – by a faculty/staff member if kept in the sole possession of the one who made the record.

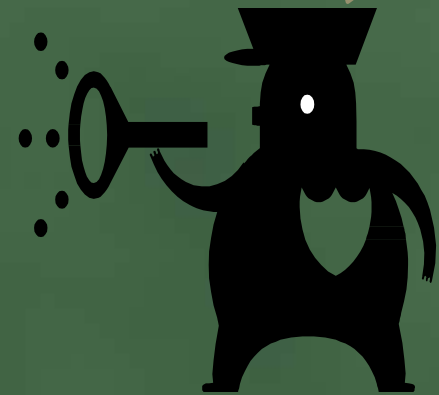
LAW ENFORCEMENT RECORDS - maintained solely for law enforcement purposes and revealed only to law enforcement agencies. – parking tickets

MEDICAL RECORDS: created by a health care professional used only for the medical/health treatment of the student.

ALUMNI RECORDS: information such as donations, career path, personal accomplishments.

Take your hands OFF!

Don't touch those files!



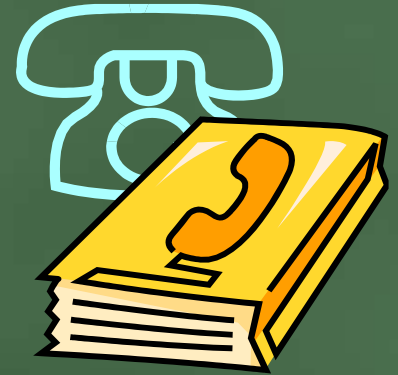
•Can any student information be released without violating FERPA?

Directory Information can be given out – without student consent - unless requested in writing to the Registrar’s Office.

Directory Information is common information that can be easily located – name, address, phone number

Each college, to some extent, can determine what information they classify as “directory information.”

Directory information as determined by Casper College includes: name, local address and local phone number.



What if someone asks me for information about a student; who has permission to access Student Information?

Legitimate Education Interest is defined as :

“A school officials’ need to review student education information to fulfill a responsibility as part of his or her contract.



Casper College Employees who have legitimate educational interest.



Financial Aid Lenders and certain state and federal agencies. Under the Solomon Amendment – military recruiters.



Agents of the court when the college has been issued a subpoena or court order. Law enforcement agencies as long as they can show identification and a signed release or subpoena.



Appropriate individuals in an EMERGENCY situation to protect the health & safety of the student or other persons.



Parents’ Rights – Parents’ may obtain non-directory information (grades, GPA, billing information, etc.) by providing a signed consent from their student to the Registrar’s Office.

Do parents have “legitimate education interest?”

•Why comply with FERPA?

1. It's the LAW.
2. Failure to comply could result in the withholding of Federal Funds including Student Financial Aid.
3. Lawsuits caused by violations can cost the institution and, maybe the employee, lots of time and \$\$\$.



Couple of more things:

ALWAYS KEEP
THIS IN
MIND!!!

WHEN IN
DOUBT,
DON'T
GIVE OUT.

- Refer requests for student academic information to the Registrar's Office.
- Information on a computer should be treated with the same confidentiality as a paper copy.
- Do not leave confidential information displayed on an unattended computer.
- If you are going to step away from your desk or office, cover or put away any papers that contain confidential information.
- Non-directory information can be released with a signed consent form from the student.
- Records containing student ID's, SSN's, or grades should be shredded, not just thrown in the garbage.

YOU HAVE BEEN FERPA-ed!

REMEMBER **CURIOSITY** is not a valid REASON to VIEW CONFIDENTIAL STUDENT INFORMATION. BE RESPONSIBLE FOR STUDENTS; PROTECT THEIR PRIVACY.



Call the Registrar's Office with any questions.
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